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UNITED STATES DEPARTMENT OF AGRICULTURE  
Office of the Secretary  
Washington 25, D. C.

February 17, 1944

PLANT AND OPERATIONS  
CIRCULAR NO. 140

and

OFFICE OF INFORMATION  
MEMORANDUM NO. 66

Waste Paper Salvage

This Department has been requested by the Bureau of the Budget to conduct a drive to salvage waste paper and to furnish reports regarding its progress.

All grades of waste paper are urgently needed. The most critical are kraft and kraft corrugated unusable containers. As a guide the following items are enumerated:

1. Cardboard containers
2. publications, pamphlets, brochures, directories
3. leaflets, circulars, posters
4. obsolete forms
5. micrograph material (extra sets or copies of Secretary's Memoranda, Departmental Circulars, Personnel Circulars, Budget and Finance Circulars, Plant and Operations Circulars, etc.)
6. Records, obsolete files. (These should not be disposed of without prior approval through execution of the proper National Archives form.)

Every effort should be made to locate salvage paper and it is suggested that desks, tables, book cases, storage closets, clothes cabinets, as well as supply rooms and warehouses be examined very carefully and a determination made on the spot as to what can be disposed of as salvage.

All agencies should get in touch with Mr. F. J. P. Cleary of the Office of Information regarding the publications currently being held for them by the Superintendents of Documents. These publications should be examined and determination made as to the possibility of authorizing the Superintendent of Documents through the Office of Information to dispose of all unnecessary publications and records that are in his custody and are of no further value.

An immediate review of all records should be made to determine if they can be disposed of, and if so, the necessary forms should be processed through the Office of Plant and Operations requesting authorization for disposal. It is believed that many tons of old records can be disposed of in order to implement the paper salvage drive. Certain extremely confidential or secret records and documents should be burned or otherwise destroyed. Records and documents of less confidential or less secret nature should be mutilated

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by shredding where facilities are or can be made available. Burning should be resorted to only when there is no alternative. The administrative official responsible for this program in each agency should determine that efforts are made to mutilate by shredding before authorizing burning.

Each agency is requested to report on the paper salvage report form not later than February 25.

Determination of Salvage.

Officials of both the Government Printing Office and The National Archives are of the opinion that the holding agencies are in the best position to interpret the application of the various laws for the disposition of any printed matter under their jurisdiction and that they should determine what items may be disposed of on their own authority and without further clearance from any other source.

What the Agencies Can and Should Do Now

All grades of waste paper are urgently needed. The most critical are kraft and kraft corrugated unusable containers, and this grade of waste should be sold separately wherever the quantity available warrants this action. (The Salvage Manual for Industry, published in 1943 by the War Production Board, states that "Kraft is the trade designation for all brown paper whether bags or wrapping paper and all brown paper boxes and containers whether corrugated or not because over ninety percent of said brown paper and containers contain Kraft fiber which can be used to supplant virgin pulp.")

Obsolete or excess forms with printing on only one side should be utilized as scratch pads whenever possible and to the extent required for normal needs.

Methods available to agencies for disposal of salvageable waste paper are by:

a. In the District of Columbia

- (1) Authorizing the Office of Information to dispose of material deposited with the Superintendent of Documents by an agency, or held by an agency.
- (2) Under normal conditions waste paper will be disposed of by the cleaning force but if large quantities are involved, Mr. Hugh A. Campbell, Superintendent, Agriculture Group, Public Buildings Administration, Branch 3335, should be consulted.

b. In the field

- (1) Sale on a bid basis under agency procedure when quantities warrant. (As provided in the regulations of The National Archives Council, each contract for the sale of "records" as waste paper, shall include a provision prohibiting their resale as records or documents.)

- (2) Donation to local public institutions or municipal salvage committees when quantities do not warrant sale or are in isolated locations. Otherwise, the day-by-day accumulations should be disposed of through the janitor service or regular building disposal system in which event an attempt should be made to determine that the waste paper is immediately disposed of through established channels.

Because of the manpower shortage and expense of sorting, some waste paper dealers may decline accumulations of certain grades of paper. Unless the paper refused is so contaminated as to render it useless for recovery, all instances of this kind should be referred to the Salvage Division of the War Production Board and the situation will be corrected.

Reports

Two reports are required by the Budget Bureau: (1) the first for the months of January and February, 1944, and (2) the second for the three months of March, April and May, 1944. Each report is to be in the following form:

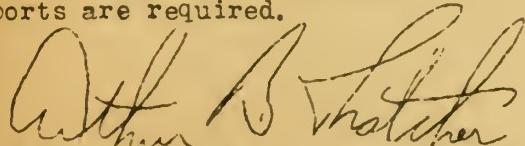
PAPER SALVAGE REPORT

For Months of \_\_\_\_\_

: Pounds disposed of	: Cash Recovery	: Estimated	: Other savings
:	:	: space made	: in dollars per
:	:	: available	: year, if any
Agency	Field	Field	: (Rent or guard service, etc.)
:	:	:	:
:	:	:	:
:	:	:	:
:	:	:	:

The January-February, two-month report should be submitted to Plant and Operations by February 25; and the March-May report to the same office not later than May 20. Since the reports must reach the Office of Plant and Operations before the end of the period, figures for the last two weeks should be estimated.

Agencies located in Washington, D. C., will not be required to furnish the report. On the February 25 report it will only be necessary to report for state, regional, and regional laboratory offices. This report should be furnished covering a period of January 1 to February 29 inclusive and the subsequent report submitted covering March 1 through May for the same offices. A consolidated report covering the months of January through May inclusive should be made for all field offices other than those enumerated above where the two reports are required.



Chief, Office of Plant and Operations

(signed) Keith Himebaugh  
Acting Director of Information

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Paper, Waste, Salvage of

Salvage of Waste Paper

Waste Paper Salvage

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